

Instructions for Completing Utilization Worksheet

Users are limited to entering data into specific cells (dark yellow).

See <http://www.eeoc.gov/employers/eeo4survey/e4instruct.cfm>

Enter the annual salary range to the nearest \$1,000 for all employees in that category. Where applicable, annualize hourly rates based on 2,080 hours per year, rounded to the nearest \$1,000.

Enter the number of male and female employees in each group W–White, AI/AN–American Indian/Alaska Native, B–Black or African American, H/L–Hispanic or Latino, A–Asian American, NHOPI–Native Hawaiian and Other Pacific Islander, or Multi–Multiracial.

Enter the availability of male and female employees for each group based on workforce data. Cite the source of this data in the notes at the bottom of the spreadsheet. See Section 2.2.4 of EEO Circular for more information.

Any underutilization is calculated automatically and highlighted in **red**. For any categories showing underutilization, enter agency plans to address percent of utilization over the next four years. In notes field, explain any anticipated impediments in addressing underutilization and other information.

Group Codes

W	White
AI/AN	American Indian/Alaska Native
B	Black or African American
H/L	Hispanic or Latino
A	Asian American
NHOPI	Native Hawaiian and Other Pacific Islander
Multi	Multiracial

Total Workforce Codes

WM	White Male
MM	Minority Male
WF	White Female
MF	Minority Female

Utilization Analysis by Job Category

A		B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Job Category	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female							
2	Use EEO-4		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi	
3	1 - Officials & Administrators																					
4	Current Workforce	00-70,000	9	3	3	0	3	3	3						-		2		1			<--Entry
5	Percent in Category	^Entry		33.3%	33.3%		33.3%	33.3%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	22.2%	0.0%	11.1%	0.0%	0.0%	
6	Percent of Availability						81.3%	0.7%	12.7%	2.6%	0.0%	0.0%	0.0%	71.9%	0.0%	9.4%	1.1%	0.0%	0.0%	0.0%	<--Entry	
9	Percent Underutilized													72%								
10	Underutilized (Yes/No)							No	No	No	No	No	No	Yes	No	No	No	No	No	No		
11	Number Needed to Reach Parity							-	-	-	-	-	-	-	6	-	-	-	-	-		
12	Planned percent increase Year 1																				<--Entry	
13	Planned percent increase Year 2																				<--Entry	
14	Planned percent increase Year 3																				<--Entry	
15	Planned percent increase Year 4																				<--Entry	
16																						
17	2 - Professionals																					
18	Current Workforce	00-70,000	17	1	9	0	7	1		9							7				<--Entry	
19	Percent in Category	^Entry		5.9%	52.9%		41.2%	5.9%	0.0%	52.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	41.2%	0.0%	0.0%	0.0%	0.0%	
20	Percent of Availability						64.2%	0.0%	0.0%	24.4%	2.3%	0.0%	0.0%	0.0%	50.5%	0.0%	18.6%	2.3%	0.0%	0.0%	0.0%	
23	Percent Underutilized														51%							
24	Underutilized (Yes/No)							No	No	No	No	No	No	Yes	No	No	No	No	No	No		
25	Number Needed to Reach Parity							-	-	-	-	-	-	-	8	-	-	-	-	-		
26	Planned percent increase Year 1																				<--Entry	
27	Planned percent increase Year 2																				<--Entry	
28	Planned percent increase Year 3																				<--Entry	
29	Planned percent increase Year 4																				<--Entry	
30																						
31	3 - Technicians																					
32	Current Workforce	00-70,000	19	2	17	0	0	2		16				1							<--Entry	
33	Percent in Category	^Entry		10.5%	89.5%			10.5%	0.0%	84.2%	0.0%	0.0%	0.0%	5.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
34	Percent of Availability						57.1%	0.0%	0.0%	25.0%	9.5%	0.0%	0.0%	0.0%	39.3%	0.0%	23.6%	0.0%	0.0%	0.0%		
37	Percent Underutilized														39%		23%					
38	Underutilized (Yes/No)							No	No	Yes	No	No	No	Yes	No	Yes	No	No	No	No		
39	Number Needed to Reach Parity							-	-	1	-	-	-	-	7	-	4	-	-	-		
40	Planned percent increase Year 1																				<--Entry	
41	Planned percent increase Year 2																				<--Entry	
42	Planned percent increase Year 3																				<--Entry	
43	Planned percent increase Year 4																				<--Entry	
44																						

Utilization Analysis by Job Category

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Job Category	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female							
2	Use EEO-4		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi	
45	4 - Protective Service																					
46	Current Workforce	00-70,000	31	1	20	1	9	1		20					1		9					<--Entry
47	Percent in Category	^Entry		3.2%	64.5%	3.2%	29.0%	3.2%	0.0%	64.5%	0.0%	0.0%	0.0%	0.0%	3.2%	0.0%	29.0%	0.0%	0.0%	0.0%	0.0%	
48	Percent of Availability							58.1%	1.9%	25.6%	7.0%	0.0%	0.0%	0.0%	25.6%	1.9%	23.3%	0.0%	0.0%	0.0%	0.0%	<--Entry
51	Percent Underutilized														22%							
52	Underutilized (Yes/No)							No	No	7% Yes	No	No	No	No	Yes	No	No	No	No	No	No	
53	Number Needed to Reach Parity							-	-	2	-	-	-	-	6	-	-	-	-	-	-	
54	Planned percent increase Year 1																					<--Entry
55	Planned percent increase Year 2																					<--Entry
56	Planned percent increase Year 3																					<--Entry
57	Planned percent increase Year 4																					<--Entry
58																						
59	5 - Paraprofessional																					
60	Current Workforce	00-70,000	37	3	16	3	15	3		15				1	3		15					<--Entry
61	Percent in Category	^Entry		8.1%	43.2%	8.1%	40.5%	8.1%	0.0%	40.5%	0.0%	0.0%	0.0%	2.7%	8.1%	0.0%	40.5%	0.0%	0.0%	0.0%	0.0%	
62	Percent of Availability							73.9%	0.0%	26.1%	0.0%	0.0%	0.0%	0.0%	65.2%	0.0%	26.1%	0.0%	0.0%	0.0%	0.0%	<--Entry
65	Percent Underutilized														57%							
66	Underutilized (Yes/No)							No	No	No	No	No	No	No	Yes	No	No	No	No	No	No	
67	Number Needed to Reach Parity							-	-	-	-	-	-	-	21	-	-	-	-	-	-	
68	Planned percent increase Year 1																					<--Entry
69	Planned percent increase Year 2																					<--Entry
70	Planned percent increase Year 3																					<--Entry
71	Planned percent increase Year 4																					<--Entry
72																						
73	6 - Administrative Support													1			53	1				
74	Current Workforce	00-70,000	85	6	25	0	54	6		24							53	1				<--Entry
75	Percent in Category	^Entry		7.1%	29.4%		63.5%	7.1%	0.0%	28.2%	0.0%	0.0%	0.0%	1.2%	0.0%	0.0%	62.4%	1.2%	0.0%	0.0%	0.0%	
76	Percent of Availability							44.2%	0.0%	49.7%	1.2%	3.0%	0.0%	0.0%	18.8%	1.2%	8.5%	0.0%	1.2%	0.0%	0.0%	<--Entry
79	Percent Underutilized														19%							
80	Underutilized (Yes/No)							No	21% Yes	1% Yes	3% Yes	No	No	No	Yes	1% Yes	No	No	1% Yes	No	No	
81	Number Needed to Reach Parity							-	18	1	2	-	-	-	15	1	-	-	1	-	-	
82	Planned percent increase Year 1																					<--Entry
83	Planned percent increase Year 2																					<--Entry
84	Planned percent increase Year 3																					<--Entry
85	Planned percent increase Year 4																					<--Entry
86																						

Utilization Analysis by Job Category

[illegible]

Utilization Analysis by Job Category

[illegible]

Utilization Analysis by Job Category

[illegible]